

CLASSIFICATION: HUMAN RESOURCES ASSISTANT III

Class Code: 5149-14

Date Established: 10-18-91

Occupational Code: 1-2-5

Date of Last Revision: 9-1-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To prepare, review and maintain personnel forms and records, including interviewing applicants for employment according to prescribed agency policy.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts preliminary interviews of applicants for state employment, including providing available information relative to vacant positions.
- Prepares, processes and updates records relating to state employees including new hires, increments, promotion and terminations.
- Participates in orientation of new employees by making orientation folders, name tags and arranging for physical exams when required.
- Implements daily personnel support services, including personnel functions such as examinations, training, classification and recruiting.
- Prepares forms and processes personnel and payroll activities to meet established standards and time tables.
- Assists in supervising subordinate personnel support staff including reviewing work for accuracy, recommending leave, and scheduling work assignments as necessary.
- Conducts exit interviews and attends meetings, hearings and conferences as a representative of the personnel unit to which assigned.
- Posts position vacancies in accordance with the rules of the Division of Personnel and conducts preliminary evaluation of applications.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in personnel or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' responsible clerical work experience, with at least one year of supervisory duties, at a level equivalent to Human Resources Assistant II involving personnel records maintenance or obtaining, providing and evaluating information concerning employment activities. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration Human Resources Assistant III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Considerable knowledge of office methods and procedures. Some knowledge of personnel administration. Knowledge of interviewing techniques. Knowledge of basic mathematics. Knowledge of hearings procedures. Skill in communicating effectively orally and in writing. Ability to type forms and correspondence with numbers. Ability to compose a variety of letters and memoranda. Ability to perform relatively difficult arithmetic computations. Ability to do some data entry work. Ability to establish and meet deadlines. Ability to establish and maintain effective working relationships with other employees, applicants for employment and officials of other agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.